

Computer Classes

Mountain View-Los Altos Adult Education

Must register through: Mountain View-Los Altos Adult Education

Phone Registration: 650.940.1333

Online Registration: <http://www.mvlaae.net>

COMPUTER FUNDAMENTALS SERIES AT THE MV LIBRARY

*Are you ready to discover a whole new world through the use of technology?
Getting started can be very quick and easy with one of these one day introductory
workshops held over at the:*

***Mountain View Library Computer Lab—2nd Floor
585 Franklin Street Mountain View, CA 94041***

MS Word Basics

New to word processing or just need to brush up on Word skills? This is the essential Word class for you! Learn to create, format, and edit documents using the ruler, clipboard, toolbars, and header/footer. Prerequisite: Experience using a PC. Instructor: Andrew Chan.

066511 Sat 3/28 1 mtg 10:15AM-2:00PM MV Library/Comp Lab \$22

Excel Spreadsheets

Excel is one of the most popular spreadsheet applications to date. Learn to create, edit, and save spreadsheets. Enter text and numerical data, and use basic formula functions to compute, report data and create charts. Learn to copy a spreadsheet from Excel to Word. Prerequisites: Experience using a PC. Instructor: Andrew Chan.

066512 Sat 4/4 1 mtg 10:15AM- 2:00PM MV Library/Comp Lab \$22

PowerPoint Presentations

PowerPoint is a powerful, flexible presentation software program. It is used in many areas of office presentation and teaching. In this course you will create, view, edit and present slides, format text, use clipart, and create handouts for presentations. Prerequisite: Meet the PC and experience in word processing such as MS Word is helpful. Instructor: Andrew Chan.

066512 Sat 4/18 1 mtg 10:15AM-2:00PM MV Library/Comp Lab \$22